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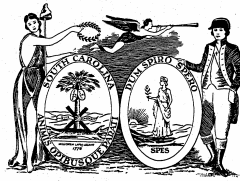
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M E M O R A N D U M

TO: Human Resources Directors

FROM: Samuel L. Wilkins, Director
Office of Human Resources

DATE: August 4, 2008

SUBJECT: Implementation of the South Carolina Illegal Immigration Reform Act

At the July 18th HR Advisory meeting, the Office of Human Resources reviewed the new Illegal Immigration Reform Act and some of its implications in the hiring processes of state agencies. The meeting featured a representative from U.S. Department of Homeland Security who provided an overview of the E-Verify system. The presentation materials are available at http://www.ohr.sc.gov/OHR/immigration.

During August, September, and October, OHR will be coordinating webinars facilitated live by the U.S. Department of Homeland Security (DHS) for any agency employee involved with employment verification to attend. Employees will be able to participate in the webinars via the Internet for the visual portions, and via telephone for the audio portions. The webinars are usually about 90 minutes long and feature a PowerPoint presentation explaining E-Verify, along with a demonstration performing test queries. Due to the number of participants, the question and answer session will be at the end of the demonstration. Participants will need to review the attached Webex instructions for logging into the webinar at individual computers. Participants are encouraged to review the technical requirements and to download the necessary software well before the scheduled meeting time to address any technical issues.

Registration for each webinar will be limited to 45 call-ins; however, each call-in location may have multiple participants attending simultaneously from the same location. Registration will be available on a first-come, first-serve basis. Agencies will be able to register on OHR's website at http://www.ohr.sc.gov/OHR/OHR-employer.phtm#immigration by clicking on the link entitled "Webinar Registration". Specific instructions for logging into the webinar will be provided after

registration. Further details about the dates and times of webinars will be provided by OHR once they have been scheduled.

Following participation in the webinar, agencies will need to execute a Memorandum of Understanding with DHS no later than December 1, 2008. Once the MOU has been signed, agencies are required to verify all new hires through the E-Verify system from that point forward. To register with E-Verify and to electronically complete the MOU, agencies need to log on to the website at www.uscis.gov/E-verify. There are a few short questions to answer in order to set up your account. Nearly all E-Verify users will need to have "employer" access. This access enables users to conduct verification queries in the system. **In order to add additional E-Verify users and manage existing user accounts, agencies will also need to select "Yes" for the "Program Administrator" role on the MOU signatory page. During registration, agencies will also need to add the "South Carolina State Office of Human Resources" as the "Corporate/Parent Company".** Instructions for registering to participate in E-Verify, including screen shots, are also attached to this email. Once an agency has registered, the username and password will be emailed within 48 hours. To ensure users receive this email, add the Employer.Pilots@dhs.gov email address to the safe senders list in your existing email program. Users will also need to complete an online tutorial before conducting a verification query in E-Verify. Additionally, agencies are required to post the "E-Verify Participation Poster" and the Office of Special Counsel "Anti-Discrimination" poster at each of their hiring sites. The posters are available for download through the USCIS website.

If you have any questions, please feel free to contact your HR Consultant at (803)737-0900.

Thank you.